Certification of Coaches /Extra – Duty Personnel

It is a requirement of District of Columbia law that all employees, contractors (including coaches), volunteers, and all other individuals who come in direct contact with students undergo a criminal background check through the DCPS Office of School Security Fingerprinting Office prior to having contact with children.

If you are offered such a position you must report to the Fingerprinting Office at 1200 First Street NE, 10th Floor, Washington, DC 20002 to be fingerprinted. Office hours are 8:00 am-4:00pm, Monday-Friday. If you are **not** a **DCPS employee,** you are considered to be a volunteer coach, and you will need to do the following**:** fill out a volunteer application and bring the application and this form, along with current TB Test Results. The days that you can be fingerprinted are Tuesdays & Thursdays from 9:00am-4:00pm. If you have any questions please contact Danielle Boxley at 202-442-5397 or the Department of Athletics at 202 -729 - 3288.

Kindly be advised that if you fail to be fingerprinted, clear the background check and receive a coaching ID, you are ineligible to coach a sport or serve as a paid afterschool coordinator.

This clearance process must be completed prior to the commencement of any direct contact with children, including practices. By signing below, you acknowledge your understanding that you are ineligible for payment for work performed before you are cleared to do so by the Office of School Security.

Failure to follow the legal requirement described above to will result in termination of your appointment as a coach, and may result in disciplinary action being taken against the local school administration.

Please bring this form with you to the Fingerprinting Office to be processed. You must have both approval signatures in order to be fingerprinted.

School: _____   Sport/Activity: _____

Coach Name: _____   Date: _____

Coach Signature: _____

Approved: _____   (Athletics Director's/Extra – Duty Pay Signature)

Approved: _____ (Principal's or Director's Signature)